

# DAS Procurement Update



## HAPPY HOLIDAYS

Fall is officially here and Winter is close behind. Thanksgiving is just around the corner. Please be safe this holiday season. We would like to extend a Happy Thanksgiving and a Great Holiday Season to all.

## SURPLUS PROPERTY

Effective October 1, 2008, the responsibility of surplus property was resumed by the Department of Administrative Services. Currently there is an auction in progress and closes on December 3, 2008 at: [www.purplewave.com](http://www.purplewave.com). Scroll down to: Iowa Multiple Location Internet Only Auction. If you have any questions, please contact Purple Wave at: [kc@purplewave.com](mailto:kc@purplewave.com), 877-242-8090 or Sean Culbertson [sean.culbertson@iowa.gov](mailto:sean.culbertson@iowa.gov), 515-281-3023 for direction.

## ECONOMIC DOWNTURN WILL AFFECT SUPPLIER PERFORMANCE

Everyday in the news we read of companies going bankrupt or laying off large parts of their workforce. Most economists say the situation will get worse in the next year. Now is a good time to look at your vendors that are critical to your agency's mission and start asking questions. What is the vendor's financial outlook? Will they be able to continue with contractual obligations? Is my agency at risk? Do I have a backup plan for when my vendor fails to deliver?

DAS GSE Purchasing will be asking those questions regarding our vendors on general contract which most agencies utilize. If your agency has a special concern about a particular vendor, let us know and we will help you get answers. Contact [Debbie.Oleary@iowa.gov](mailto:Debbie.Oleary@iowa.gov)

## NEWS ARTICLES FOR RECYCLING

Listed are some web sites of interest on recycling.

Iowa Recycling Association = <http://www.iowarecycles.org/> iRecycle newsletter <http://www.iowarecycles.org/content.asp?ID=4652>

Iowa Waste Reduction Center = In the Loop newsletter <http://www.iwrc.org/email/>  
Responsible Purchasing Network (DAS is a member, if you want access use my e-mail address ([doug.reed@iowa.gov](mailto:doug.reed@iowa.gov)) and password = IAGreenBuyer) <http://www.responsiblepurchasing.org/about/press.php>

## UPCOMING EVENTS

**January Facilities/Purchasing Agent Meeting**—Will be held in Des Moines on the afternoon of the 20th and all day on the 21st. Please join us in the Hoover Building, Level B in the Training Labs at 1:00 on the 20th.

**NIGP Webinars:** To view upcoming NIGP Webinars for November and December: [http://www.magnetmail.net/actions/email\\_web\\_version.cfm?recipient\\_id=126395203&message\\_id=599296&user\\_id=NIGP](http://www.magnetmail.net/actions/email_web_version.cfm?recipient_id=126395203&message_id=599296&user_id=NIGP)

## I/3—ISSUE? UPDATE FROM THE I/3 TEAM

We all know it's easy to get stuck in a rut and forget about functionality that was introduced in I/3. As part of the upgrade we did to I/3 Financial last Spring, some new tables were introduced that could help make your life easier. One is the Vendor Transaction History page (**VTH** is the page code). This page provides the ability to find all payments made to a particular Vendor Customer number. The search can be refined to search by such criteria as Budget Fiscal year, Department, Unit, and Document Code. These are only a few of the fields on which you can search.

Another new page is the Lifecycle Document Search page (**LFDOCSCH** is the page code). This page allows you to locate a particular document, such as an RQS, MA, GAX, etc., then leaf to the Lifecycle Inquiry page to view and download all documents associated with your located document. Once you find your document of interest, click the link at the bottom of the page to see the list of associated documents.

Thanks to everyone who completed the recent survey where we asked you to provide us with your pain points in any of the I/3 applications as well as let us know about what your needs are that you possibly didn't know existed. These responses are being analyzed and will be used to help guide us on where we should focus our resources over the coming months. The initial responses, as well as updates and progress on the issues, will be posted on our website.

If you have any questions or concerns related to I/3 Financial and/or the related data warehouse, please contact a member of our team – Keith Mcleod, Nick Miller, Tricia Snyder, Roger Johnson, or me, Lori McClannahan.

## AGENCY DIRECT PURCHASING—ADVANCED LEVEL

In the past year, 23 agencies have qualified for the Advanced Purchasing Level designation. They may now procure non-master agreement goods up to \$50,000 per transaction in a competitive manner. To be certified, agency personnel engaged in the purchase of goods must complete enhanced procurement training established by the director or designee.

Agency personnel must complete all four training classes listed below within a two-year period in order for the agency to be certified.

- Two NIGP courses sponsored by GSE
  - Introduction to Public Procurement
  - Sourcing in the Public Sector
- I/3 Procurement Documents Class
- GSE Contracts and Code Class

Agency personnel must also agree to comply with the requirements list below:

- Use of I/3 for procurement documents
- Use the appropriate commodity code
- Conduct no bid for a item already on contract
- Post all bids to the bid opportunities web site
- Encouraged to use of the Intent to Award letter

If you are interested or have questions regarding the Advanced Level Purchasing Authority, contact, Lois Schmitz at: [lois.schmitz@iowa.gov](mailto:lois.schmitz@iowa.gov) or 515-242-6118

## CELLPHONES—PROGRAMS AND DISCOUNT INFORMATION

### Verizon:

#### Exclusive savings for employees.

State of Iowa - em- in ployees save 18% on Monthly Access.

Unlimited National Calling Minutes

Talk with any of our customers anytime when calling from within the Nationwide Coverage Area , without using any of your allowance minutes.

Unlimited Night & Weekend minutes

No Domestic Roaming or Long Distance

Save 18% off your Verizon Wireless Monthly Access charge.

1- or 2-year line term on eligible Calling Plans \$34.99 or higher required. For Family Share Plan® discount only available on primary line.

### U.S. Cellular®:

Released from RIM (Research in Motion) an upgraded Software Package for the BlackBerry® Curve 8330 Smartphone and the BlackBerry® Pearl 8130 Smartphone. The upgrade is available to any user currently on an older version and is FREE to download. The new software version is 4.5.0.66, this download is available by clicking on the following link to the U.S. Cellular® website and clicking download for the specific device you are using. Please be aware that this may take 30 minutes to an hour to complete depending on the amount of information you have in your device. It is also recommended that you select the backup option when it is asked in case you have a problem with the download. What does the upgrade offer?

Please click on link below to start the upgrade process!

[http://www.uscc.com/uscellular/SilverStream/Pages/x\\_page.html?p=bb\\_software](http://www.uscc.com/uscellular/SilverStream/Pages/x_page.html?p=bb_software)

### Sprint:

*Refer a friend.*

*You each get \$25*

### T-Mobile:

**You may be eligible for up to a**

**15%**

**discount on qualifying monthly charges.**

**Please visit:** <http://das.gse.iowa.gov/contracts/cellphone.html> to find the most updated information on cell phone packages and State Employees discounts. Click on **Programs and Discount Information** under your desired phone. If you have any questions, please contact the person for that provider or Pam Dickey, 515-281-6355 or [pam.dickey@iowa.gov](mailto:pam.dickey@iowa.gov)

## BEANIE BABIES & BEANIE BUDDIES—HUGE ADOPTION

A huge “THANK YOU” goes out to Nola Penland. Through her mother-in-law she was put in touch with Kerri Peters who was a collector of beanie babies, beanie buddies, and various other stuffed animals. Nola spent several Saturdays, along with her family’s help, going to Kerri’s home and loading all of the animals from her basement and brought them to the Hoover Building where 3 days of adoptions were held. Kerri must go to assisted living and wanted to see her collection go to children that would get a lot of joy out them. Adoptions were held, September 14th, October 7th, and October 14th. \$2,880.83 was split between the Toys for Tots and the Food Bank of Iowa.

## NEW APPLIANCE CONTRACT—NOW WITH STATE EMPLOYEE DISCOUNTS

Appliances, Residential: <http://das.gse.iowa.gov/contracts/2576-09.pdf> SEARS

Includes:

Washers & dryers, (gas and electric) and front loading and top loading

Refrigerators from 4.6 cu ft. to 15 CU FT, upright freezers, chest freezers, ranges, dishwashers, built-in, microwaves and garbage disposals. Delivery is 5% of item's total cost.

Sears is also offering pricing to state employees. To obtain builders discounts, call Char Hobson at 515-943-6769. She will order the appliance and it will be shipped to your home.

## DHL and FED EX

DHL recently announced it is discontinuing express deliveries within the U.S. due to financial reasons. Our contract with DHL has been terminated, and we have executed a new contract with Federal Express. If you had a FedEx account before the switch to DHL, FedEx has re-activated those accounts. For additional information (rates, terms and conditions) please see I3 master agreement 2759. Please order supplies based on your FedEx account number, and schedule any pick-ups by calling 800-GO-FEDEX.

For General Shipping Questions call 800-GO-FEDEX;

International Customer Service 800-247-4747;

Government Account Service (if you need new Billing/Acct Set Up) 800-645-9424;

FedEx Freight Service 800-332-0807;

Automation Support:

FedEx.com Technical Support 877-339-2774

FedEx Cafe 800-670-8981.

Web solutions are also available.

For Agencies on the Capitol Complex drop boxes are located at:

NE corner of Hoover building (outside), 1305 E Walnut;

SE corner of Lucas building (outside), at 321 E 12th St;

SE corner of Wallace Building (outside), at 502 E 9th St

If you need additional information or assistance please contact Randy Stapp: [randy.stapp@iowa.gov](mailto:randy.stapp@iowa.gov)  
<http://das.gse.iowa.gov/contracts/2759.pdf>

## NIGP

In October DAS Procurement had four employees take the NIGP CPPB test for procurement certification. Randy Stapp, Sharon Downey, Dave Kaili and Laurie Hoing. The results have not come in yet, but we are very proud of our staff for putting forth the effort and the hours required to study for the exam..

## WHAT'S NEW WITH P-CARDS?

The State of Iowa is converting from MasterCard's to VISA P-cards (TRAVEL and Purchasing Cards). We are also transitioning the Pcard reconciliation application(s) (from Works, SDOL and Centre Suite to Control Pay Advanced (CPA). All TRAVEL p-cards will be converted by December 1, 2008; the rest of the conversion will be completed by April 1, 2009. Barb Sullivan will be contacting agencies as their agencies conversion draws near to arrange training.

## HELPFUL HINTS

**FAQ:** Can I accept a late bid?

No. Inform the vendor that their response to the bid did not comply with the requirements of the bid. Do not open the bid and return it to the vendor.

## WHAT IS GOING ON WITH THE IBM CONTRACT?

For the first time in over 100 years, the state no longer has a general contract direct with IBM for new services. Affecting only a handful of agencies, IBM's contract CT2825 expired last August. IBM failed to respond to the RFP which was issued to replace the outdated contract. The only contract now available for new IBM services is MA # 3427-09 with MSI (the only vendor which responded to the RFP). <http://das.gse.iowa.gov/contracts/3427-09.pdf>

The new contract with MSI still offers to users all IBM hardware, IBM software and new IBM services including new leasing. IBM Hardware also continues to be available using the current WSCA IBM contract A63311. IBM Software is available through the Insight dba Software Spectrum contract, CT2979. Insight will be the primary vendor however for IBM software and will work with MSI to help the State to keep track of all its IBM licenses.

Some agency specific agreements made under the old IBM contract, CT2825, have future end-dates. Those agreements may continue and survive CT2825. Such specific agreements may include on-going lease agreements, maintenance agreements, etc. IBM will be submitting a list of such agreements to DAS. We will create a MA on I3 for payments on those agreements until they expire. When those agreements do expire, new agreements need to be made with MSI rather than merely extending the old IBM agreement you may have.

DAS will soon be negotiating an Enterprise Volume Discount License Agreement with IBM similar to what we have with Microsoft. Once finalized, the IBM Enterprise Agreement will be referenced in the Insight and MSI contracts; add deeper discounts for agencies and establish better terms and conditions on future licenses. If you would like to be on the negotiation team or have questions on IBM, contact: [Ashley.Super@iowa.gov](mailto:Ashley.Super@iowa.gov)

## INSIGHT dba SOFTWARE SPECTRUM

For a year now, Insight has been in the process of consolidating its purchase of Software Spectrum, our general contractor for all Commercial-Off-The-Shelf (COTS) software. In the coming month, Insight will complete its process and DAS will assign contract CT2979 to Insight. Software Spectrum will then cease to exist. From a user's point of view, it will only mean a name change.

## ANOTHER GREAT ACCOMPLISHMENT

Recently Ryan Roovaart received a certification for **CPSM** (Certified Professional in Supply Management). This certification is offered through the Institute of Supply Management (ISM), which Ryan has been a member of for a few years now. Ryan also has been active in their local chapter ISM-CI (Central Iowa). The certification covers a variety of areas of knowledge including: Contracting, Negotiations, Costing, Finance, International, Social Responsibility, Supplier Relationship Management, Forecasting, Logistics, Materials & Inventory Management, Organization / Department Assessment, Planning, Product Development & Management, Quality, Leadership, Risk Management, Compliance, and Strategic Sourcing. Most importantly Ryan has found that the information he learned through preparation for the exam can also be put in to practice on the job.

## HOW'S OUR SERVICE?

It is our goal to provide Exceptional Customer Service. Use this link to report experiences involving our staff, systems, and processes. <http://das.gse.iowa.gov/ourservice.pdf>

## FEEDBACK NEEDED!!

We hope you have found this DAS PROCUREMENT UPDATE informative. We plan to publish **UPDATE** quarterly. It may contain information about new contracts... articles of interest...and future items. Please let us know if you would like a particular topic covered by contacting Pam Dickey at [pam.dickey@iowa.gov](mailto:pam.dickey@iowa.gov) or Debbie O'Leary at [debbie.oleary@iowa.gov](mailto:debbie.oleary@iowa.gov)